



# Master Sign Program Staff Approval Application & Submittal Requirements

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_

Request: \_\_\_\_\_

Associated Case(s): \_\_\_\_\_

Owner Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

## Submittal Requirements:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Completed Application (this form)</b>                                    | <input type="checkbox"/> <b>Site Plan</b> indicating extent and location of additions, buildings, and other structures; indicate dimensions of freestanding signs.                 |
| <input type="checkbox"/> <b>Application Fee</b>  |  |
| <input type="checkbox"/> <b>Context Aerial and/or Site Location Map</b>                              | <input type="checkbox"/> <b>Floor Plan(s)</b> of additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate each potential tenant space. |
| <input type="checkbox"/> Maricopa County <b>Assessor's Parcel Map</b> with site location highlighted | <input type="checkbox"/> <b>Elevation Drawings</b> of buildings with sign locations indicated.   |
| <input type="checkbox"/> <b>Narrative</b> describing nature of request.                              | <input type="checkbox"/> <b>3 copies of Sign Criteria</b>  |
| <input type="checkbox"/> <b>Property Owner's Authorization.</b>                                      | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> <b>Homeowners/Property Owners Association Approval</b> (if applicable).     |  |

**Please Note:** After staff review, it may be determined that this request requires approval by the Development Review Board through the public hearing process. Any fees paid shall apply toward the fee for this process. **If approved at staff level, this approval expires twelve (12) months from date of approval if a permit is required but has not been issued.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Planning & Development Services Department

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